## ECONOMY METHOD OF WRITING

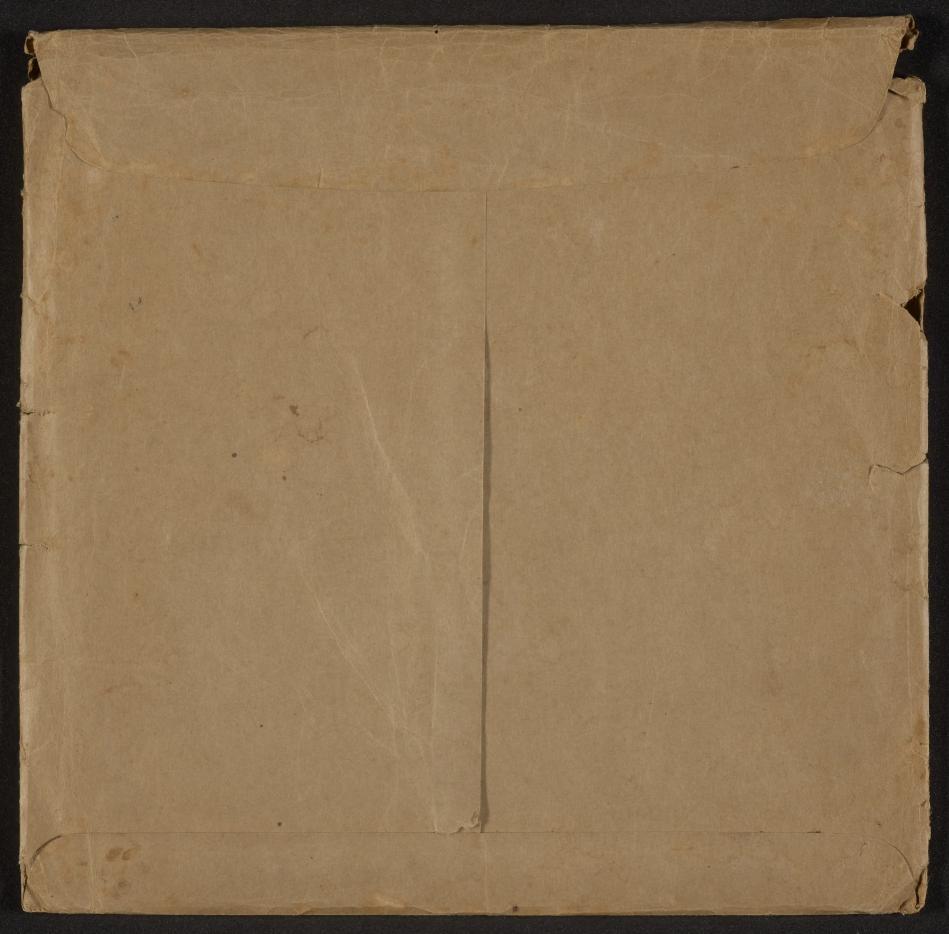
**BOOK 4** 



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CHICAGO

**NEW YORK** 





# ECONOMY METHOD OF WRITING

The Year's Motto-Forward

Book 4

Always Use Both Hands in Turning the Slips

No. 809,712

### HINTS TO PUPILS

Always replace the Tablet in the envelope and keep envelopes stacked until again used.

Give constant attention to position of body, arms and feet.

Hold the pen loosely, as shown in the cut.

Write the copy, all the copy, nothing but the copy.

Do your best. Do it every time. Practice makes perfect.

Remember that good penmanship is a recommendation.

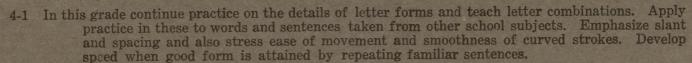


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4-2 Explain carefully position of the body, feet, head, arms, and hand. These are important points at this stage of the work. Notice the direction of the arrows. Count 6 for the ovals and make the strokes smooth and light. Try to keep the pen in the same path each round. Watch slant. This exercise gives motor control in making smooth curves,

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FARMAN METHOR

4-3 Count 6 for the tracer and 2 for the letter. Alternate the tracer with the "O" making about three lines; then write at least three lines of the "O". See if you can make two lines of "O's" in a half minute. Place about twelve letters on a line. Practice "C" in like manner. Blot the written line and move up the paper.



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4-4 Watch position closely. Use a free swinging motion of the arm. Open the lesson with a two-spaced drill. Count 6 for the tracer and 5 for the push-pull; alternate with the letter. Study the form of capital "A" then make at least three lines. Speed—about two lines in a half minute. Count 2 for each letter. Review the "O," "C," and "A" with their respective exercises.

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4-5 Before taking up this lesson, practice a line of the first half of Exercise 2 in order to test the movement. Keep an eye on position. Practice "E" and "D" separately, alternating, at first, with the tracer. Count 6 for the tracer and 3 for each letter.



## 4-5 0 6 0 6 0 6 0 0 0 0 0 0 0 0

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4-6 Count 6 for the oval and, without lifting the pen, make 7 counts for the "u" and "i" exercise. Try to keep the down strokes uniform in slant and spacing. Do not shade your writing but use a light free stroke. The hand should glide on the tips of the third and fourth fingers.



4-6 Our Onn Onn Onn

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4-7 Use a continuous motion for the joining of small "i". Notice how the dot is placed over the "i". Every small letter finishes with an up stroke. Practice the "u" in like manner. It is a good plan to count for the joining of letters. Write several lines of each letter.

unn un ununun

No. 860 712

No. 809,712

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4-8 Study the "w" carefully—notice the finish which is a "drop curve". The second part of "w" is not quite so wide as the first part. Keep the count regular and watch spacing. If your pen is clean and in good condition you are now ready to practice several lines of small "e" in a similar manner. Remember that each "e" has a small open loop.

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4-9 Practice several lines of the latter half of Exercise 2 before taking up this exercise. Do not let the wrist touch the paper. The elbow should extend over the edge of desk and the arm should rest on the big muscle of the forearm. Count 6 for the oval and 8 for the "m" exercise. Watch the direction of the arrow when starting the oval. Keep the count rhythmical and avoid kinky lines.

Omm Omm Ommon

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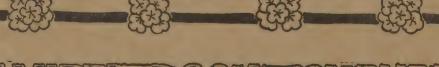
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4-10 Practice three lines of Exercise 9, then take up the "n" and "m". Write three lines of each letter joined. Use an easy relaxed movement and aim to have rounding turns at the tops of "n" and "m". These are important letters and they are used quite often. Watch the slant lines in order to keep them uniform.

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4-11 Do not neglect your practice on Exercise 1. Practice three lines of the "x" joined and cross each letter with an **up stroke**. Study the "v" carefully; it finishes with a "drop curve" like "w". Watch position in all written work.

4-11 WWWXXWWWWWW

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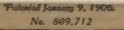
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4-12 Open the lesson with an oval drill to test the movement, then practice at least three lines of each word separately, using a free swinging motion. Keep uniform spacing between letters and finish each word with an up stroke. Save some of your best work for comparison.



4-12

mine vine view vex





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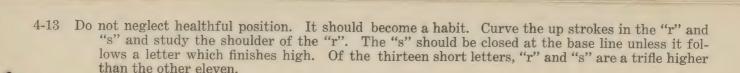
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4-13 Orrrace Ossssoon

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4-14 Write the figures first in the order given, then in their regular order. In your arithmetic work each day, try to improve your figures. Make them with a rapid motion and always watch the appearance on the paper. Neat figures attract attention everywhere.

741 896 222 530 279 615 950 483 4-14 741 896 333 503 297 156 509 843 741 896 555 3.05 792 651 955 384

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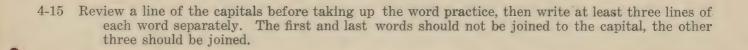
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4-18

Ona Cora Ann Eva Don

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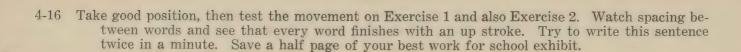
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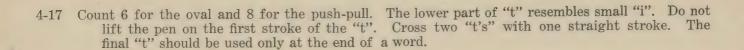
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4-17 Mtttttime Otthner

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4-18 Take healthful position, and see that the penholder is held correctly. Review Exercise IC and make the lines very light and close together. Alternate the tracer with the letter, then practice at least three lines of each letter separately. Count 2 for "P", 4 for "B", and 3 for "R".



4-18 PPPBBBBBBRRR

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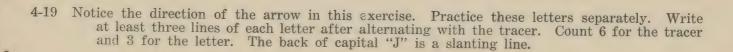
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4-19 0 9 0 9 0 9 0 9 0 9 0 9 0 9

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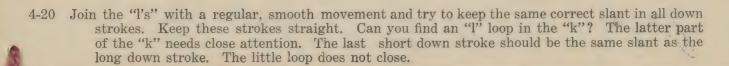
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4-20

COMME Ille hah khh

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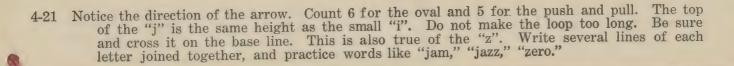
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Offyjjj Dzzz

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4-22 Write this sentence rapidly and watch the slant of the loops. They tell the slant of your page work. Examine your pen often and also the position of your penholder.

2-22 Egraf plays a fine game!

Patented fanuary 9, 1906.

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4-23 Be careful of the little loop at the start. The first part of each of these letters is the same. The little loop in the last part of the "K" joins the first long down stroke at the middle. The two parts of the "X" should just touch. The last part of the "X" is a large figure 6.

4-23 ONONON OCHOCK

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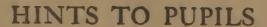


4-24 7777777777

Practice several lines of each letter. Do not let the caps touch the stem. Count 4 for T and 5 for F.

Teacherisproud of my writing.

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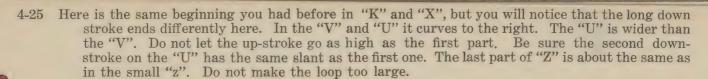
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4-25 0777770202020020022222

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4-26 Be sure your pen is in good working order before trying this name and address. Watch spacing carefully as well as punctuation. Practice your own name and address, and save a half page for exhibit.

4-26 Vera Underhill, Zion City, Ill.

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No. 809,712

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4-27

### Part Two

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4-28 Make several lines of the movement practice. Review small "a" before taking up "d". The "p" should have an open loop below the line like small "j". The letters "t", "d", and "p", should be the same height.

4-28 OHdddime Oppppaper

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4-29 Notice the direction of the arrow. Practice these letters often, as they are the ones upon which we are placing special emphasis this year. Combine with word practice, then with short sentences.

OPBRJJOPBRJJ

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4-30 Observe correct position and pay close attention to the starting points of "J" and "I" Write a half page, finishing every word with an up stroke. Save some of your best work for school exhibit.

4-30

James and lown a paper route

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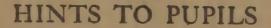
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4-31 Be sure your pen is in good working order before trying this name and address. Watch spacing carefully as well as punctuation. Practice your own name and address, and save a half page for exhibit.

4-81 Robert P Ball, ahron, Ohio.



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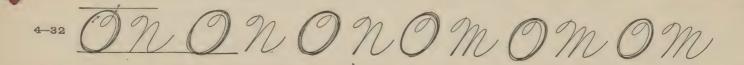


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4-32 Count 6 for the tracer and 4 for capital "N". Alternate with the tracer. Be careful in making the little loop in the beginning of the tracer and also in the letter. Practice "M" in a similar manner but count 5. Make the "M" rather narrow and watch the slant of the down strokes.



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4-33 Here we have another name and address. Watch spacing and punctuation. Notice how the capitals are joined to the words. Strive for a free bold swing in this signature practice. Write at least six lines.

2000 Mr. M. J. Potter, Bay City, Mich.

Patented January 9, 1906.

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4-34 The first part of "g" is like the "a" and the last part like "j". The last part of "h" is like the last part of what letter? Practice the joining of these two letters as this is a frequent combination and is difficult to do well.

4-34 Off g ggg Oll hhhhhfffgh sigh

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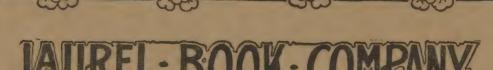
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4-35 Count 6 for the oval and 8 for the push-pull. The top of "q" resembles small "a." Write a line of the small "a" before practicing "q". Write the words "quince" and "queen". The "q" should be closed on the base line. See copy. The "f" starts like the "l" and ends like the "q". The long slanting straight line makes it quite difficult.

and Daggagagafffff

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4-36 Review Exercise 27, then practice at least three lines of the capital "D". Write a half page of this sentence and watch closely the spacing between words. Compare this work with your efforts of last month and notice your improvement.

200 Dowespractice to improve?

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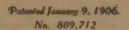


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**CHICAGO** 

4-37 The first part of these letters is the same as in "K" and "X". Take care with the small loop at the start. Let the last loop in the "H" cross over the first down-stroke, not just come to it. Be careful of the slant in the "W" and do not let the letter spread too much. Notice that the middle part of the "W" is a bit taller than the first part.





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4-38 See the direction of the arrow. Count 6 for the oval and 5 for the push-pull. Make loops on the right slant and do not make them too long. Also do not let them be too closed or too open. The "y" starts like the last part of the "n". The last part is like the last of "j". Practice joining the "y" to other letters.

4-38 Drygyybybyly ye gymyl

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**CHICAGO** 

4-39 Another good sentence for practice. Write it often. It will give you confidence in yourself. Watch spacing between letters and words. Finish every word with an up stroke.

4-30 Hold the pencorrectly. I.C.

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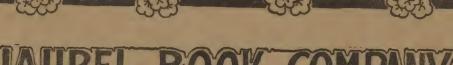
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**CHICAGO** 

4-40 Use an easy swinging motion in writing this sentence and see if you cannot go far beyond your last efforts. Our year's motto is "Forward". We all like to write this sentence and then look for our improvement. Write a page, using every other line and file for exhibit. Don't forget your name and the date.

4-40 Welearn todo by doing. B

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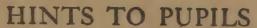
**CHICAGO** 

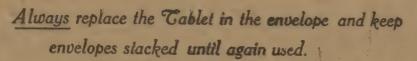
4-41 Practice each letter separately as we did in Exercise 37. Count 3 for "S" or "L" and 4 for "G". Place about twelve letters on a line. Use a word with each capital for supplementary practice.





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**CHICAGO** 

4-42 We all honor "Old Glory," therefore, you will enjoy filling a page with this sentence, using every other line, then file for exhibit. This should be one of your best papers.

4-12 Girls and boys honor Old Glory.

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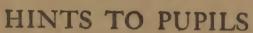
**CHICAGO** 

This is a line with which we are all familiar. It is a splendid sign. Stop a moment to look at your work and listen to your teacher telling you of your mistakes. Write at least six lines of this copy, using every other line. Date, sign your name, and file.

3-43 Stop Look Listen: Safety First.



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4-44 Here you have the same beginning movementyou have had in other letters. Which ones? Notice that the down-stroke in "Q" ends in a loop something like the one in "Z" and that the last stroke drops a little below the line. Make graceful curves. The "Y" is made like the "U" except for the loop. Be sure that the slant of down-stroke is the same.

1-42 <u>0</u> 22222204444

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4-45 Be careful about your movement while writing this difficult sentence. The hand should glide on the tips of the last two fingers and the wrist should not touch the paper.

2-45 Quentin Jook is anodd name!

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**CHICAGO** 

4-46 Write a line of each capital letter before practicing the sentence. Write a half page of this sentence, using a free rapid motion. Avoid all kinky lines.

40 You can learn to write if & W

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**CHICAGO** 

4-47 These letters occur very often. Practice each one until you know it perfectly. Learn to combine them into words. Go directly from the end of one word to the beginning of the next except where there is an "i" to dot or a "t" to cross. Watch the spacing between the letters and between the words.

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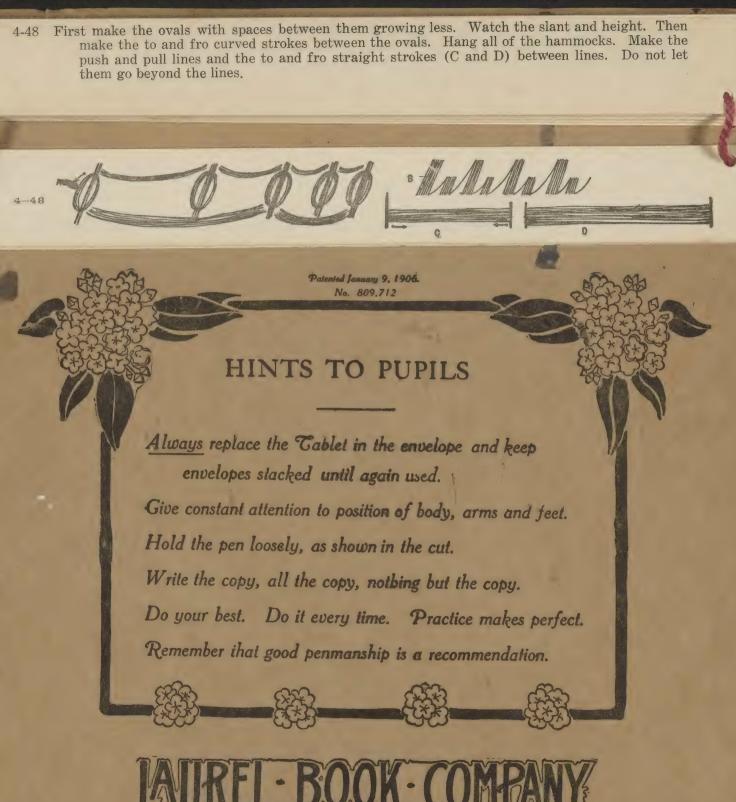
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4-49 Here we have a quotation. Notice the punctuation and the quotation marks. Every quotation begins with a capital letter. Note the decimal point between dollars and cents and also the dollar sign.

2-40 Mr Jones wrote Pay the bank \$764.25

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**CHICAGO** 

4-50 This is the finest sentence we have in the book. Don't you like to write it? Fill a whole page, using every other line and take home to show how much you have improved.

4-50 Mother makes home happy.

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**CHICAGO** 

4-51 Now since you understand position of the body, head, feet, arms, and hand, you should be able to do just what this sentence tells you. Write a page, using every other line, and on the vacant line write your name each time. Save for exhibit.

4-51 I can write legibly, can I not?

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4-52 Here we have a good motto to remember. If you observe this motto you will be better acquainted with the year's motto—"Forward".

2-52 Do something helpful every day

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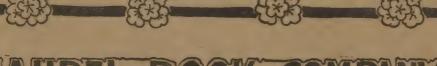
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4-53 Practice the capitals separately, then write six lines of this copy. Watch the "X" as it is a letter seldom used; therefore, it may seem difficult.

4-58 Cousin Will lives in Lenia, O

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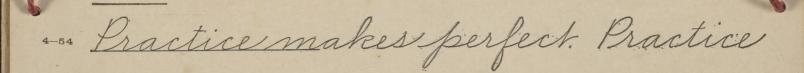
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**CHICAGO** 

4-54 What is your Year's Motto? Practice makes perfect only when it is perfect practice. Write at least six lines of this motto, using every other line, and save for school exhibit.



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